



11th Floor, The Marine Building,  
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001  
Private Bag X54322, Durban, 4000  
Tel: 031 365 7800 Fax: 031 365 7858  
Website: <http://www.portsregulator.org>

### **REQUEST FOR QUOTATION (RFQ)**

#### **PROVISION OF INFORMATION TECHNOLOGY STRATEGY DEVELOPMENT SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA**

RFQ	RFQ/2023/24/20
RFQ ISSUE DATE	31 May 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF INFORMATION TECHNOLOGY STRATEGY DEVELOPMENT SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA
CLOSING DATE & TIME	13 June 2023
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto:quotations@portsregulator.org) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED SPECIFICATION:**

### **PROVISION OF INFORMATION TECHNOLOGY STRATEGY DEVELOPMENT SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA**

#### **1. BACKGROUND**

- 1.1 The Ports Regulator of South Africa (PRSA) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
  - Exercise economic regulation for the port system in line with the government's strategic objectives.
  - Promote equity of access to ports and facilities and services provided by ports.
  - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
  - Hear appeals and complaints contemplated in terms of Section 48 of the Act.

#### **2. PURPOSE**

The purpose of this invitation is to request suitably qualified and experienced service providers to provide a quotation to provide the Ports Regulator of South Africa with Information Technology (IT) Strategy Development services.

#### **3. SCOPE OF WORK**

The selected service provider will be required to provide the following services and deliverables:

- 3.1 Assess the current state of the organization's IT systems, including a review of the existing IT infrastructure, software applications, and IT policies and procedures.
- 3.2 Develop an IT Strategy including an IT Governance Framework as well as review all IT policies to be aligned to the new IT Strategy and IT Governance Framework that will enable the Ports Regulator of South Africa to enhance its business and enable its core business to be driven by electronic enablers; align with the organization's goals and objectives, including recommendations for IT governance, IT service management, information security, cybersecurity awareness and campaigns, data management, technology infrastructure, and business continuity.
- 3.3 Propose a central independent ERP system solution and automate business processes with shared services across departments to avoid duplications.

- 3.4 Develop a roadmap and action plan to implement the IT Strategy, including timelines, resource requirements, and milestones.
- 3.5 Provide training and support to the Ports Regulator of South Africa staff on the new IT policies and procedures.
- 3.6 Provide progress reports and status updates to the Ports Regulator of South Africa throughout the project.

#### **4. EXPECTED DELIVERABLES**

The service provider shall:

- 4.1 Be fully responsible for all the work and services performed by its personnel staff on and/or offsite.
- 4.2 Provide a comprehensive Information Technology Strategic Plan and IT Governance Framework that include at least the following:
- Clear Vision and Mission statement.
  - IT Governance Framework as required by legislation.
  - Technology roadmap
  - IT Service Management Processes
  - Information Security Framework
  - Cybersecurity Awareness and Campaigns
  - Data Management Strategy
  - Technology Infrastructure Plan
  - Business Continuity Plan

#### **5. DURATION**

The anticipated timeframe for the completion of this project is four (4) months.

#### **6. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

##### **Phase 1: Mandatory Requirements**

- The service provider must submit proof of registration on the Central Supplier Database (CSD)/ SARS PIN.
- The SBD4 form must be completed, initialled, and signed by the authorized company representative.
- Proof that the service provider is part of the Information Systems Audit and Control Association (ISACA) professional body.

***Failure to provide this mandatory information may lead to bidders' proposals not being considered further.***

## Phase 2: Functionality

- Only bid proposals that meet mandatory requirements will be considered further to be evaluated on functionality criteria.
- The bidder must score a minimum of 70% (35/50) during Phase 2 (functionality) of the evaluation to qualify for Phase 3 of the evaluation where only pricing will be considered.

The service provider will be evaluated on functionality in accordance with the below functionality criteria and values:

PHASE 2			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Bidder or company’s experience in the field of IT Strategy development. Must attach contactable written references on successfully completed projects or current projects.	Bidder has years of experience in the field of IT Strategy development as reflected in the completed or current projects.	Indicator	20
	Bidder must attach proof of reference letters and confirm the required experience in ICT Strategy Development.		
	No Reference Letter	0	
	1 to 2 Reference Letters	10	
	3 to 4 Reference Letters	15	
	5 and more Reference Letters	20	
A proposed project plan and IT Strategy Methodology with deliverables, timeframes, and milestones on how the Bidder intends to achieve the objectives.	Methodology and Approach for IT Strategy Development Services The Bidder must provide a clear statement (methodology) on how IT Strategy function/service will be carried out, including the allocated resources and how they will be utilized.	Indicator	15
	No information provided	0	
	Limited information provided on a project plan, methodology, and management with no clear deliverables, timeframes/milestones provided for.	5	
	Limited information provided on a project plan and methodology with clear deliverables, timeframes/milestones for areas.	10	

PHASE 2			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	Project plan and methodology action well broken down with details of deliverables, timeframes/milestones.	15	
Project leader's experience, tertiary qualification and professional certifications	No B Degree and certification in COBIT or ITIL or TOGAF	0	15
	1-3 Years of experience with a B Degree in computer sciences or Information Technology or BA and ITIL or COBIT or TOGAF foundation certification	5	
	3-5 Years of experience with, Master's Degree in computer sciences or Information Technology or BA and ITIL Practitioner or COBIT Design and Implementation	10	
	5 years of experience and above with Master's Degree or higher in computer sciences or Information Technology or BA and ITIL Intermediate or COBIT Design Assessor Certification	15	
Total points on functionality			50

### Phase 3: Pricing considerations

- Evaluation will be based on price only.
- Service Providers' price quotations must be inclusive of all applicable taxes (including VAT) and no additional costs will be entertained.

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## **7. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## **8 CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ**

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

## **9 COSTS OF BIDDING**

The service provider shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

## **END OF RFQ DOCUMENT**

### **Annexed to this document for completion and return with the document:**

- Quotation on a company letterhead.
- Completed and signed Declaration of Interest (SBD 4).
- Copy of CSD Report or MAAA Number (National Treasury).
- Copy of certificate or proof membership to a professional body; and
- Information requested as per the functionality criteria.